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HOW TO APPLY

Clicking on the **APPLY NOW** link next to the job title on the Open Competitive Listing will bring you to the online application process.

ADDITIONAL INFORMATION

Your application evaluation results will be emailed to the address you use to login to your online account.

Qualified applicants will be placed on an Employment Register for this classification.

The Bureau of Human Resources reserves the right to use any scoring methods necessary to identify the most qualified candidates.

Career Opportunity Bulletin

PLANNING & RESEARCH ASSOCIATE II

MAINE EMERGENCY MANAGEMENT AGENCY

Code: 004011

Pay Grade: 23 (\$36,940.80- \$50,003.20/yr.)

Open for Recruitment: October 22, 2015 – November 4, 2015

JOB DESCRIPTION

Maine Emergency Management Agency has a current vacancy in Augusta. This is professional services work as a Natural Hazards Planner and Assistant State Hazard Mitigation Officer. You will serve as the Agency's expert on natural hazards and use a variety of tools for risk/impact/loss modeling, situational awareness, decision support and hazard warning. You will assist the State Hazard Mitigation Officer (SMHO) with natural hazard identification, risk assessment and consequence analysis and assist with hazard mitigation plans and projects. You will also develop hazard specific response plans for the State and coordinate and develop resources which promote natural hazard preparedness and mitigation activities.

Typical Duties

- Uses Information Technology tools for emergency management assessments, plans and operations that address natural hazards monitoring and warning, hazard impact/loss modeling, and decision support.
- Oversees the development and update of Maine's natural hazard identification and risk assessment (HIRA) and assists with the development and update of natural hazard annexes to the State Emergency Operations Plan.
- Serves as the Agency liaison to the natural sciences community, assists with natural hazards risk communication, and coordinates educational opportunities for the emergency management community and other partners.
- Assists in the updates of State and multi-jurisdictional hazard mitigation plans.
- Assists the State Hazard Mitigation Officer with the implementation of the HMA (Hazard Mitigation Assistance) grants program for Maine which includes coordination and compliance site visits of hazard mitigation projects, statewide.
- Serves in the State Emergency Operations Center during the State's response to a disaster, as a member of a preliminary disaster assessment team in the aftermath of a disaster, and as a member of the disaster recovery team.

MINIMUM REQUIREMENTS

In order to qualify you must have, an eight (8) year combination of education, training, and/or experience providing knowledge of planning and research principles, practices, and techniques.

Preference will be given to candidates with an earth sciences (physical geography, geology, hydrology or atmospheric science) or engineering background, Geographic Information Systems (GIS) experience and technical writing skills.

Value of State-paid Dental Insurance: \$13.13 biweekly

Value* of State-paid Health Insurance:

- Level 1: 100% State Contribution (employee pays nothing): \$397.61 biweekly
- Level 2: 95% State Contribution (employee pays 5%): \$377.73 biweekly
- Level 3: 90% State Contribution (employee pays 10%): \$357.85 biweekly
- Level 4: 85% State Contribution (employee pays 15%): \$337.97 biweekly

*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2015

Value of State's share of Employee's Retirement: 15.3% of pay.